



Example of Nutrition Assistant Job Description

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Our company is growing rapidly and is looking for a nutrition assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for nutrition assistant

- Provide assistance to food service staff and provide exceptional service to assure positive food service experience to all customers
- Maintain the quality and safety of food products and equipment
- Assure a safe and secure environment for patients, staff, guests and visitors
- Support and assure the daily operation of Nutrition Services Department at an acceptable level of quality in all facets of the department
- Assists internal and external customers with orders by answering menu and recipe-related questions
- Assembles trays according to standards, ensuring items on ticket are on the tray
- Delivers meals to patient rooms, placing tray on bedside table within reach of the patient
- Visits patients on assigned units after meal times, placing orders for those who did not eat (as appropriate)
- Takes inventory of floor supplies on patient units, recording items needed
- Answer calls in centralized call center for patient foodservice throughout the division, assuring appropriate and timely processing of patient food/beverage requests

Qualifications for nutrition assistant

- Performs tray delivery per protocol when visiting a patients' room, including

- Answers the telephone properly and courteously
- Demonstrates a positive customer service approach when working with physicians, peers, and hospital staff to facilitate cooperation between departments
- Responds to questions and complaints, courteously and follows-up in a timely manner
- Supervisor is requested upon a problem, complaint, or question that a Clinical Nutrition Assistant is unable to answer